

City of Lowell
Job Description
Please Post: July 26, 2023
Deadline: August 9, 2023
Department of Public Works
SW&R Technician- Temporary Part- Time

Job Title: SW&R Technician- Temporary Part Time (2500-J#6371, 3534)
Department: SW&R Office, Division Department of Public Works
Reports To: Commissioner/ Deputy Commissioner/ Solid Waste-Recycling Coordinator/ REC
Union Status: Non-Union
FLSA Status: Exempt
Wage: \$20.00/hr –part time (not to exceed 19 hours per week)

SUMMARY

The goal of the SW& R Technician is to assist the SW&R Office with inventory management; specifically with regards to (25,000) trash and (25,000) recycling carts deployed to eligible addresses. The SW&R Technician will also assist with curbside 'outreach/ education/ enforcement'

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Cart 'swaps' and 'repairs'

- Assist the SW&R Office (Street Dept. crew) in conducting 'swaps' & 'repairs'; managing inventory documents

Conduct Enforcement

- Conduct regular inspections of all routes.
- Document compliance.
- Enforce compliance with the recycling and trash management programs.
- Issue trash/recycling citations (in accordance Ch. 270) for failure to comply with the Mass-DEP Waste Bans.

Other Duties including clerical may be assigned as required.

- Staff DPW front counter & SW&R Hotline to assist with SW&R requests
- Manage SW&R related CivicPlus notifications

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must possess a valid Massachusetts driver's license, and own a registered motor vehicle. Bilingual a plus. Proficient in Microsoft Excel, Outlook and Word.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified individuals should apply by the deadline of August 9, 2023 by submitting application/resume with cover letter using the City of Lowell job opportunities online Portal: <https://selfservice885.tdr.tylerhosting.cloud/ess/employmentopportunities/default.aspx>

The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.

EOE/AA/504 Employer